Project Managers' Advisory Group

MINUTES
February 18, 2008

Attending:

Bob Giannuzzi	EPMO
Jim Tulenko	EPMO
Charles Richards	EPMO
Kathy Bromead	EPMO
Barbara Swartz	EPMO
Jesus Lopez	EPMO
Caroline Jackson	DHHS DPH
Emily McGill	DOL
Lynne Beck	DHHS DMH/DD/SAS
Deanna Perry	DHHS
Mike Ramsey	DPI
Tanya Luter	State Highway Patrol
Chris Cline	NCCCS
Tommy Steen	DOT
Kathleen Crawford	ITS
Carolyn Whitlock	ITS

Bob Giannuzzi welcomed everyone to the meeting. **Tommy Steen** of the DOT PMO introduced himself as a first time attendee.

Jesus Lopez advised that Cycle 7 of the EPMO's PMP Exam Prep class will commence in April. A notice was since sent out to PMAG distribution. The class will accommodate about 20 students. Priority will be given to the 16 candidates onto wait list. **Jesus** solicited volunteers to teach some of the sessions. Also, he passed on a comment from a recent student who passed the exam, who advised that she should have taken the exam sooner.

Kathy Bromead had letters of recognition from the SCIO for the 6 members from the last 2 cycles of prep classes who recently received their PMP certifications.

Bob mentioned that he made a minor edit to the January minutes and then solicited approval from the attendees. Minutes were approved.

NCPMI news was covered next. Although not in attendance, **John McShane** later reported that the next Public Sector LIG to be held on March 7 will feature a presentation by David Mantica on *Agile Project Management*. **Kathy Bromead** provided favorable feedback on the January meeting.

Bob Giannuzzi called for updates from the Task Groups.
- *PM Tools* **Jim Tulenko** reported that the overview of scheduling and portfolio management tool assessments to date will be reviewed with DSCIO, Sharon Hayes, and Glenn Poplawski prior to bringing recommendations forward to the SCIO. Kathy Bromead advised that Glenn was recently named as Director of the newly formed ITS PMO.
- *Methodology* **Barbara Swartz** reported that drafts of the proposed gate checklists will be available for attendee review at the March PMAG meeting. The next priority

for this team is a closeout process more integrated with the PPM tool. **Barbara** reminded that more volunteers are welcome to join the current team members: **Alisa Cutler**, **Charles Fraley**, **Vicky Kumar**, **Lucy Cornelius**, **and Barbara**.

Bob passed out the following information on upcoming teleconferences of interest to the PM Advisory Group.   He highlighted NASCIO's difficulty in getting a presenter for the March call. PMAG members should consider this venue for a future opportunity to present a process or project experience. To facilitate timely distribution to those not in attendance, this information will be posted on the EPMO website as it is updated.

Organization/website	Contacts	Upcoming Calls
NASCIO http://www.nascio.org/committees/projectmanagement/	Stephanie Jamison 859/514-9148 sjamison@AMRms.com Access 888/272-7337 conference ID 6916986	March 4 (3:00) **TBD**
PMO Executive Council http://www.pmo.executiveboard.com/	Register at website	February 20 (12:00) **Benefits Realization and Portfolio Value Tracking** March 19 (12:00) **Optimizing the EPMO's Role in Supporting Business Goals**
CIO Executive Council http://www.cio.executiveboard.com/	Register at website	February 27 (7:00 AM) **Exploiting IT's Business Process Vantage**
Application Executive Council http://www.aec.executiveboard.com/	Register at website	March 6 (11:00) **Codeless Prototyping** March 20 (11:00) **Improving Outsourcing Vendor Management Skills**
Infrastructure Executive Council http://www.iec.executiveboard.com/	Register at website	February 20 (10:00) **Key Trends and Priorities in the Infrastructure Function** March 19 (10:00) **Incident Management: Tactics to Reduce MTTR and Total Incident Volumes**
Information Risk Executive Council http://www.irec.executiveboard.com/	Register at website	February 28 (11:00) **Integrating Applications into the Security Architecture** March 13 (11:00) **Pragmatic Data Classification Approaches**
Enterprise Architecture Executive Council	Register at website	March 20 (12:00) **Enabling Agility through Architecture**

http://www.eaec.executiveboard.com/		**Governance**

Kathy Bromead advised of a recent interesting Gartner presentation to the SCIO on alignment of business with IT. She will show this presentation at the March PMAG meeting.

Jesus Lopez reported on feedback to the EPMO website survey. Respondents represented about six agencies. He is compiling the suggestions for review within the EPMO with focus on content over form.

Training was the next topic of discussion. **John McShane** had sent an enrollment notice for the Business Analyst Boot Camp onsite class that starts on May 6. It's open to the first 24 students with a registration deadline of March 14. **Kathy Bromead** suggested that the EPMO website include a section on training activities including onsite classes, PPM training, and the aforementioned teleconference seminars.

Jim Tulenko reported on PPM tool activity. The PPM team intends to deploy quarterly tool process changes starting next month. These will be reviewed at the March PMAG meeting. Included will be first status reports, Project Closeout tab, Program process. **Charles Richards** presented a draft of changes in submission of the first status report for a project. This draft will be sent with the minutes for PMAG review.

Bob reported that there were no project closeouts this month, so he solicited lessons learned input from the attendees.
- **Mike Ramsey** reported issues with timely availability of budget codes required for OSBM approvals.
- **Chris Cline** commented on signature/approval bureaucracy for e-Procurements.
- **Jim Tulenko** advised that Jim Dolan would like to see budget codes identified in change requests to facilitate his approval process.

Meeting adjourned at 4:20.

NEXT MEETING
Monday, March 17, 2008
*** 333 Six Forks road, Conference Room 1 (change in location for that month) ***
Bob may try a phone bridge